

LINDA LINGLE
GOVERNOR



RUSS K. SAITO
Comptroller

BARBARA A. ANNIS
Deputy Comptroller

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119**

JUN 26 2009

COMPTROLLER'S MEMORANDUM NO. 2009-16

TO: Heads of Departments

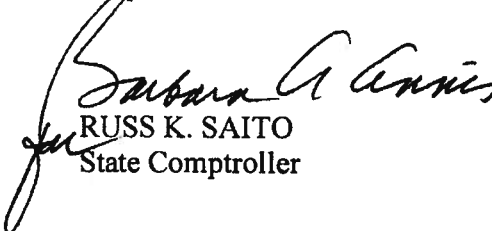
SUBJECT: Processing Fiscal Year 2009 Summary Warrant Voucher Payments and Encumbrances

This is to inform all departments that only critical services summary warrant voucher payments and encumbrances should be submitted for processing. Despite earlier actions to reduce the budget deficit, it is necessary to reduce expenditures and encumbrances to the lowest amount without compromising public health and safety.

Summary warrant voucher payments, contract input forms, purchase orders, and encumbrance advice forms that do not preserve public health and safety should not be submitted. Purchase orders should not be entered online or via interface; they should be batched and received by the Department of Accounting and General Services Accounting Division by 4:30 p.m. on June 30, 2009. The same deadline is retained for contract input forms. Summary warrant voucher payments should be properly completed and received by July 3, 2009. The July 15, 2009 blanket encumbrance deadline is hereto changed to July 10, 2009.

Any documents not meeting the public and safety requirement will be returned unprocessed.

If you have any questions on this matter, please call me at 586-0400.


RUSS K. SAITO
State Comptroller